



## ***Movies in the Park – Fostering Strong Communities***

### **How to Host a Movies in the Park Event**

NORDC, in partnership with neighborhood organizations that wish to host free family-friendly movies in public parks or playgrounds, sponsors the *Movies in the Park* (MITP) series in the Spring and Fall of each year. This is great opportunity to bring your community together for a fun evening, promote your neighborhood organization, recruit new volunteers, and advertise community events.

NORDC staff will work with the MITP Host Organization to select a family-friendly movie with a running time not to exceed two (2) hours. All public movie screenings require a license even if shown free of charge to the public. NORDC will obtain the DVD and provide payment for license fees. All movies will begin at dusk. If a movie is cancelled due to weather or other extenuating circumstances, NORDC and the MITP Host Organization will select a make-up date.

#### **What Types of Organizations May Apply**

Priority will be given to NORDC sanctioned booster clubs. Non-profit organizations and other community organizations in good standing may apply to host a Movie in the Park event. Individuals may not apply.

#### **NORDC will provide:**

- Portable Movie System
- DVD & Licensing
- Security
- Trash Receptacles (next day pickup)
- Satellite Restrooms (if necessary)
- Interactive activities for movie audience prior to the start of the movie, i.e. fitness, dancing, Hula hooping, etc.

#### **The Host Organization will provide:**

- An Event Coordinator and backup coordinator  
(*Please see the attached document for detailed event coordinator responsibilities*)
- Concessions (We strongly recommended that host organizations sell refreshments as it makes for a more festive atmosphere. Also, profits from the sales will benefit your organization)
- Assistance in cleaning the location after movie screenings, including the removal of litter and/or other objects left behind by movie attendees
- Community partnerships offering neighborhood services & upcoming events

#### **Movies in the Park Audience Guidelines:**

- MITP events are free and open to the public. They are not intended for profit or private use/showings.
- Event security and staff hold the right to deny admittance and/or remove patrons.
- Participants may bring blankets or lawn chairs. Bug spray is optional.
- Participants under the age of 16 must be accompanied by an adult at all times.
- Pets, alcoholic beverages, illegal drugs, firearms, and weapons are not permitted.
- MITP is a smoke-free environment.
- No cooking or grilling on the premises.
- Cooler/bags and snacks are allowed, but subject to search.
- Tents or any other objects that would obstruct the view of others are prohibited.
- No reserved seating. First-come, first-serve basis.
- Movies may be cancelled or postponed due to inclement weather or other extenuating circumstances.



## ***Movies in the Park – Fostering Strong Communities***

### **Application Form**

#### **What types of Organizations may apply?**

Booster clubs, non-profit organizations and community organizations in good standing may apply to host a *Movie in the Park* event. Individuals may not apply.

**Application Deadline: Wednesday, December 31<sup>st</sup>, 2014 by 5pm**

**Deliver or Email to: Raeneika Melancon, NORDC 5420 Franklin Ave., New Orleans, LA 70122 or [rrmelancon@nola.gov](mailto:rrmelancon@nola.gov)**

**Please contact Raeneika Melancon at 504-658-3008 or [rrmelancon@nola.gov](mailto:rrmelancon@nola.gov) with any questions**

Organization \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Backup Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Desired date (from list) \_\_\_\_\_ Second date choice \_\_\_\_\_

Movie Choice (from list) First: \_\_\_\_\_ Second \_\_\_\_\_

Third: \_\_\_\_\_

*\*Movies for each site will be confirmed at the mandatory Event Coordinator meeting. There is a chance that the movie selection chosen for a site may have to be changed due to copyright and vendor factors. In this case, a new movie must be selected within 48 hours. If the selection is not chosen within 48 hours, NORDC will designate another movie selection on behalf of the event coordinator.*

What is the projected number of attendees? \_\_\_\_\_

I have read, understand and agree to the terms and expectations stated herein for *NORDC Movies In The Park*.

Applicant's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR NORDC OFFICE USE ONLY**

Site \_\_\_\_\_ Date Accepted \_\_\_\_\_ Staff Initials \_\_\_\_\_

Received by \_\_\_\_\_ Date Confirmed \_\_\_\_\_

Movie choice \_\_\_\_\_

Does this site need a generator source if concessions are sold? Yes No

Does this site need any port o lets? Yes No If so how many? \_\_\_\_\_

Does this site have operating lights? Yes No Are they set on a timer? Yes No

Does this site have electrical outlets? Yes No Inside Outside Both



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### **Event Coordinator Responsibilities**

Please review the expected responsibilities that are listed below prior to signing this agreement below. These expectations should be taken into consideration when selecting the event coordinator:

- Must attend a **MANDATORY** Event Coordinator's meeting scheduled to take place January 19, 2015 at 6:30PM at Treme Center. Failure to attend this meeting will result in your park being removed from the MITP season schedule.
- Inform the neighborhood association of your event.
- Promote the event to the community organizations, schools, and small businesses in the surrounding area. NORDC staff will promote NORDC upcoming events at *Movies in the Park* events as well.
- Must engage the visiting community both before and after the movie via microphone.
- Provide lighting and power source to serve concessions if necessary. Selling concessions is optional but strongly encouraged. Power from NORDC's projector generator may **NOT** be used.
- Secure a volunteer set up crew to assist with preparing the area before the movie begins.
- Facilitate the placement and staffing of tables that showcase the neighborhood services and upcoming events. Distribute audience satisfaction surveys and return the completed surveys to NORDC the day after the event.

By signing below, I \_\_\_\_\_ (please print) have acknowledged that I have read and understand the event coordinator responsibilities stated in this document. I will adhere to the responsibilities of the event coordinator.

\_\_\_\_\_  
Event Coordinator Signature

\_\_\_\_\_  
Date

Volunteer setup crew for MITP at \_\_\_\_\_ Park:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please provide the name(s) and contact information for any other community groups, schools and churches you intend to involve in promotion or marketing?

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New Orleans Recreation Development Commission

***Movies in the Park – Fostering Strong Communities***

**Spring 2015 Schedule**

Available Dates	Council District	NORDC Park
March 6 <sup>th</sup> , 2015		
March 13 <sup>th</sup> , 2015		
March 20 <sup>th</sup> , 2015		
March 27 <sup>th</sup> , 2015		
April 10 <sup>th</sup> , 2015		
April 17 <sup>th</sup> , 2015		
April 24 <sup>th</sup> , 2015		
May 1 <sup>st</sup> , 2015		
May 8 <sup>th</sup> , 2015		
May 15 <sup>th</sup> , 2015		



New Orleans Recreation Development Commission

## Movies in the Park – Fostering Strong Communities

### Movies in the Park 2015 Movie Options

*\*Movies in Bold are New Releases for 2015*

		DISNEY TITLES
42 (PG13) 50 First Dates (PG13) A Little Princess All Dogs go to Heaven An American Tail <b>Annie (2014)</b> Arthur Christmas Babe Back to the Future Beetlejuice Bridge to Terabithia Casablanca Casper Cloudy with a Chance of Meatballs 2 Dark Knight Rises (PG13) Despicable Me 2 <b>Dolphin Tale 2</b> <b>Divergent</b> E.T. <b>Earth to Echo</b> Escape from Planet Earth Fast Girls Field of Dreams Free Birds Ghostbusters Gravity (PG13) Happy Feet Happy Feet 2 He's Just Not That Into You (PG13) Here Comes the Boom Holes Hotel Transylvania Hitch (PG13) Hook Jurassic Park (PG13) Just Go With It (PG13) Jumanji Little Giants Man of Steel (PG13) Men In Black 3 (PG13) Monster House	Open Season P.S. I Love You (PG13) <b>Paddington</b> ParaNorman Pitch Perfect (PG13) Race to Witch Mountain Remember the Titans Safe Haven (PG13) Skyfall (PG13) Space Jam Spider Man (PG13) The Amazing Spider Man 2 (PG13) The Avengers (PG13) <b>The Boxtrolls</b> The Blind Side (PG13) <b>The Giver</b> The Goonies <b>The Hero of Color City</b> <b>The Hunger Games: Mockingjay  Park 1 (PG13)</b> The Karate Kid (2010 & 1984) The LEGO Movie The Little Rascals The Little Vampire The Lorax The Never Ending Story The Notebook (PG13) The Nut Job The Pirates: Band of Misfits The Proposal (PG13) The Santa Clause The Smurfs 2 The Tale of Despereaux The Wiz Thunderstruck Wedding Singer (PG13) <b>When the Game Stands Tall</b> Where the Wild Things Are Willy Wonka and the Chocolate Factory Yogi Bear	A Bug's Life <b>Alexander and the Terrible,  Horrible, No Good, Very Bad Day</b> Alice in Wonderland (2010) <b>Big Hero 6</b> Bolt Brave Cars 2 Chicken Little Frankenweenie <b>Frozen Sing-a-Long</b> Gnomeo & Juliet <b>Into the Woods</b> Iron Man 3 <b>Maleficent</b> Mary Poppins <b>Million Dollar Arm</b> Monsters Inc. Monsters University <b>Muppets Most Wanted</b> Oz the Great and Powerful <b>Planes: Fire and Rescue</b> Ratatouille Secretariat Secret of the Wings Sleeping Beauty Tangled The Emperor's New Groove The Game Plan The Muppets (2011) The Incredibles The Odd Life of Timothy Green The Princess and the Frog Up Wall-E

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800-876-5577

